

OFFICE OF CENTRAL INSPECTION CITY OF WICHITA

COMMERCIAL PLAN SUBMITTAL GUIDE

EFFECTIVE DATE: April 1, 2005

The City's Building Permit System exists to safeguard the life, health, property and welfare of the public through building project plan review, licensing of contractors, issuance of building permits, and completion of building construction/remodeling inspections.

This guide is an effort to help you understand the four major steps in the commercial building project plan review and building permitting process (for any project other than 1 & two family residential).

How to contact us:

In person: Central Inspection, 455 N. Main, 7th floor, City Hall, Wichita, Kansas 67202

Phone: (316) 268-4477 or 1-800-591-0938 when not in Wichita, or

Fax: (316) 268-4663 (268-HOME), or

E-mail: firstnameinitial.thenlastname@plansexaminer@wichita.gov

City of Wichita web page: www.wichita.gov - The "Office of Central Inspection" is listed and can be selected under "City Agencies".

I. Step One: Preliminary Project/Plan Review

Preliminary project/plan reviews benefit everyone by minimizing problems in the project/plan review process and by expediting project plan review and building permit approval. Preliminary reviews can be completed either in the Central Inspection office with preliminary or conceptual drawings, or through an on-site inspection at a project location.

A. Scheduling of a Preliminary Project/Plan Review:

1. There is no charge to the applicant, unless an on-site preliminary project review (see below under "B") is conducted.
2. Preliminary reviews must be pre-scheduled; Contact either:
 - a. The Development Assistance Center at (316) 268-4371; or
 - b. The Commercial Plans Examination Section at (316) 268-4477; or
 - c. E-mailing the Office of Central Inspection staff member at: first name initial, then last name @ Wichita.govNote: If you have a disability that may require special assistance, please indicate such so that appropriate arrangements can be made.
3. Preliminary project/plan reviews are generally to be scheduled between the hours of 9-11 a.m. and 2-4 p.m. on Monday, Wednesday or Friday, and at any time during regular business hours on Tuesday & Thursday.
4. At a minimum, conceptual plans or drawings are required. Central Inspection will keep one copy for future reference.
5. Any or all of the following people may attend the preliminary review:
 - a. Owner or owner's representative(s)
 - b. Contractor
 - c. Architect
 - d. Plans Examiner assigned to the project
 - e. Fire Prevention staff
 - f. Relevant personnel from other departments

B. Preliminary On-Site Reviews:

1. When the project involves an existing building, and plans are not available, on-site reviews can be performed.
2. A thirty-dollar (\$30) per hour fee (minimum charge one-half hour) may be charged for all on-site preliminary project reviews.

II. Step Two: Project/Plan Submittal:

Plan submittal is a crucial step in the plan review process. Good plans with complete information help to expedite the plan review process by avoiding delays caused by lack of required information.

A. When is an Architect or Engineer required?

Kansas State law requires that virtually all project plans/drawings be sealed by a design professional licensed in the state of Kansas. For exceptions, refer to "Architect/Engineer Seal" policy as published by Central Inspection. In most instances, architects and engineers will not be allowed to seal drawings outside of their professional discipline/training.

B. "Plan Submittal Information" Sheet:

The form provides contact information (name, address & phone number) so that proper notification of the project review can occur. In addition, basic area and occupancy information is obtained.

1. Format as supplied by Central Inspection, and included with this guide, must be used.
2. Required for all projects.

C. Project Valuation and Fees:

Project valuation shall be based on the total construction cost for the work covered by or included in the submitted project plans, including all finish work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing/protection systems and/or any other permanent equipment.

Anyone of the following methods can be used in calculating the project valuation.

1. Construction contract or price verification signed and dated by the owner (Price Verification Form available from Central Inspection).
2. Contractor's estimate: Provide an itemized valuation of the work to be done including any plumbing, mechanical and electrical work involved. The estimate shall be signed and dated by the owner.
3. Building Valuation Tables.
4. Donated Labor: If material only price is supplied, labor will be assumed to be equal to material in order to establish a total valuation.

On multiple building projects, a separate project valuation must be submitted for each building.

Payment of a project/plan review fee is required at the time that the project plans are submitted and logged into the Office of Central Inspection for review. If it is known that a conditional permit or fast track/progress prints project plan review is desired, this request should be made known at the time of project plans submittal and log-in, and the appropriate additional fees paid (see PSG section IV).

D. Plans:

Three (3) complete sets of plans plus three (3) additional site utility/drainage plans and one (1) set of specifications (if available) will be required to be submitted. See PSG section II-D.3 for specific requirements for site utility plans (drainage plan shall specify the total impervious area of the site). This will allow for a conditional, not fully-approved permit set of drawings for the job site (if a conditional permit is requested and issued), issuance of a full approved and final set of drawings with the full building permit for use and display on the job site, and a full approved and final set of drawings to be retained by the City. If additional approved sets of drawings are required by the owner, contractor or architect, such additional sets of drawings may be submitted. Specialty drawings shall be submitted in the quantities as follows:

1. Tenant Lease plan: two copies shall be provided on all new multi-tenant buildings - for addressing purposes.
2. Landscape plans: four copies minimum; seven copies if the site is located in a Community Unit Plan or a Planned Unit Development. Plans shall be submitted to the Planning Department for review and approval.
3. Fire alarm and/or smoke detection plans: five copies minimum. Plans shall be submitted to the System Specialist, Wichita Fire Department for review and approval.
4. Fire sprinkler plans: three copies minimum. Plans shall be submitted to the System Specialist, Wichita Fire Department for review and approval.
5. Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): three plans minimum. Plans shall be submitted to Central Inspection for review and approval.

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and to show in sufficient detail that all work will conform to the provisions of adopted City codes and all relevant laws, ordinances, rules and regulations. The following is a list of required information:

NOTE: Every building permit project will not involve every feature listed, but the applicant should at least check to verify which items apply. These guidelines do not constitute all codes or all project requirements, but do represent information most frequently required. The applicant is still responsible for code compliance, even though the information may not be on this list.

1. Project Plans - General:

- a. All drawings shall be legible, drawn to scale and dimensioned, minimum sheet sizes of 18 inches by 24 inches is recommended, however smaller sheets may be accepted if legible. The
- b. complete plans shall be certified (sealed) in conformance with the Kansas State Statute governing licensure of Architects and Engineers. See also: "Architect/Engineer Seal policy" issued by the Office of Central Inspection.
- c. Number of employees anticipated during the largest working shift.
- d. Number of seats if assembly use.
- e. Number of dwelling units, hotel/motel rooms or housekeeping units in Group R Occupancies.
- f. Number of students/teachers if school or day-care.
- g. Number of off-street parking spaces.
- h. The Engineer in responsible charge of the structural design work shall include in the construction documents the following:
 1. Special inspections required by Chapter 17 of the International Building Code.
 2. Other structural inspections required by the Engineer.

2. Site Plan:

- a. Complete legal description including the property control number (Contact the Sedgwick County Register of Deeds at (316) 383-7511 for information on real estate records).
- b. arrow
- c. Existing site conditions
 1. Property boundaries and dimensions
 2. Existing structures and dimensions, distance from boundaries and other structures
 3. Location and dimension of utility easements and building setbacks
 4. Location of all utilities: sanitary sewer, storm sewer, water lines, electric, phone, gas, etc. See also PSG section II-D.3 for specific requirements.
 5. Site survey, if available.
 6. Boundary of any local or FEMA floodway or floodplain.
- d. Address of existing structures on the property.
- e. Proposed structure size, location and distance from boundaries and other structures.
- f. Location and dimension of vehicle access to the site (include all off-street parking and all new or existing approaches). Existing approaches no longer serving as vehicle access shall be closed per city specifications.

Note: The following projects require submittal of a parking plan (see "Typical Standards for Off-Street Parking" brochure for layout arrangements).

 1. New buildings
 2. Additions
 3. Change of use/occupancy or capacity
- g. Show the location of all proposed and/or existing loading docks or areas. See "Typical Standards for Off-Street Parking"- brochure for loading dock requirements.
- h. Details of accessible parking stalls, signs and ramped access.
- i. Grading plan with sufficient elevations to indicate proper drainage and conformance with the City approved drainage plan. New and existing spot elevations or contours directing site drainage to a street, paved alley, drainage easement, or storm sewer through approved means.
- j. Where construction activity disturbs one acre or more of the site, an NPDES permit shall be filed with and approved by the State of Kansas.
- k. Indicate if the property is in the local or Federal floodplain. Specify the Minimum Pad Elevation, if applicable.
 - l. Show the location of nearest fire hydrant.
- m. Existing zoning classification(s), if known.
- n. Show the location, type and height of screening fence or wall.
- o. Location of trash dumpster and associated screening.
- p. Drainage plan shall specify the total square footage of all new and existing impervious areas (roof, paving, etc.).
- q. Landscape plans, if required by the Chapter 10 of the Code of the City of Wichita (Landscape Ordinance) or if required by other land use regulations associated with the site.
- r. Location of all new and/or existing signs. Specify the height, type and size.

3. Site Utility Plans:

In order to avoid costly mistakes in the design of utility connections and drainage improvements for a proposed building, a site utility plan is required. The following information shall be shown on the plan:

a. Sanitary Sewer:

1. Show location and size of the sanitary sewer serving the site. If sewer is not currently available, show the location of the proposed sewer extension. Note: The Wichita Sedgwick County Health Department shall approve alternate methods of sewage disposal where viable access to city sewer is not available.

2. Show location and size of the building service line and the point of connection to the city sewer.
3. Show location and size of any grease interceptor and/or mud and oil separator in the service line outside of the building.
4. Show location of all storm water manhole covers on or adjacent to the site.

b. Storm Sewer:

1. Show location and size of all public storm sewer systems adjacent to the site.
2. Show location of all drainage improvements and drainage easements.
3. Show location and size of any private storm systems intended to serve the site. The point of discharge (city storm sewer, drainage easement, pond, etc.) shall be shown on the drawings. Note: If an area-way drain line or building storm line is to discharge into a pond, drainage easement or ditch, the level of entry shall be shown along with the method of erosion control which will be used.
4. Show location, size and material of all storm lines originating from the building and the point of discharge.
5. Show location and discharge source for all sump pumps.
6. Show location of all storm water manhole covers on or adjacent to the site.

Note: Any discharge from the building or any area-way drain lines 10 inches or smaller shall be approved by the Storm Water Management Office. The Storm Water Engineer will require a copy of the site utility plan and a discharge verification letter signed by the property owner for review and approval. An engineered drawing may be required as part of the approval process.

The City Engineer shall approve any discharge from the building or from areaway drain line of over 10 inches in size. Plans prepared by a Kansas licensed engineer will be required for review and approval.

C. Water Service Requirements:

1. Show location, size and type of water main serving the site. Information on city water mains is available through the Water Department System Planning Division at 268-4555.
2. Show location, size and type of building water service, fire service and/or lawn sprinkler service proposed.
3. Show location and size of all water meters and/or vaults (vaults required for meters of 2 inches or larger).
4. The building service line shall not cross over or into a public utility easement or road right-of-ways.
5. The property owner is responsible for providing vaults for fire services and meters larger than 1 inch and the installation of such. The vault shall be placed on private property adjacent to the street or easement in an unpaved area. Vault specifications are available for the Water System Planning Division.
6. Tap fees and associated costs are available from the Water System Planning Division.

Note: The Water Department installs meter boxes for service lines having a maximum size of 1 inch. If a project requires a water meter larger than 2 inches and/or fire service line, then a water plan prepared by a Kansas licensed Engineer is required and shall be submitted for review and approval by the City Engineer (phone # (316) 268-4632).

4. Code Sheet:

A code sheet provides an analysis by the design professional of life safety issues associated with the proposed construction project. This information is essential to the plan review process, so that proper classification of the project is achieved. Proper project classification will tend to expedite the review process and limit requests for information and/or plan revisions associated with misclassification.

A code sheet is required for new construction, additions and change of occupancies. Information shall include (see-attached example):

- a. A schematic drawing showing proposed use(s) and occupancy group(s) with associated square footage of areas.
- b. Specify construction type and show allowable area calculations
- c. Show location(s) and rating of area and occupancy separation walls, if any.
- d. Show location of all required exits.
- e. Show location(s) and rating of corridors, exit enclosures, exit passageways, horizontal exits, if any.

5. Architectural Plans:

- a. Index sheet.
- b. Proposed floor plan and layout of the new building or addition. The floor plan and layout of the existing building, when applicable.
- c. Floor plans of each floor should include exit paths to the public way, and convey conformance to all accessibility regulations.
- d. Floor plans shall indicate use and occupancies of all areas or rooms. Provide specific detail to adequately convey the intended use.
- e. Roof plan should provide sufficient drawings and dimensions to show conformance with the placement (setback from roof edge) and/or screening of roof-mounted equipment as required in the Unified Zoning Code.
- f. Interior finish schedule listing flame spread (if applicable).
- g. Door and window schedules cross-referenced to floor plans and finish hardware schedule.
- h. Sufficient cross sections, story heights and overall building heights to clarify the building conditions.
- i. Details of fire resistive system for structural frame, floors, roof, walls, interior partitions and fire assemblies. All pertinent assembly design numbers shall be specified on the drawings.
- j. Specify method of protection for all miscellaneous penetrations (membrane and through penetrations) of fire rated assemblies requiring opening protection.
- k. General notes and any details that would clarify the plans and provide complete information.
- l. Elevations - show all views, vertical dimensions, openings and materials.
- m. Construction materials shall be noted on all plans, elevations, sections and details.
- n. When work involves an addition or a remodel of an existing structure, indicate the location of the work to be done in relation to the total building. Differentiate between the existing and the new work to be done.
- o. Specify type and location of insulation.
- p. Reflected ceiling plan if not shown on the mechanical or electrical.
- q. A key plan is required for all tenant spaces within multi-tenant buildings.
- r. Sufficient details to clearly show full compliance with all the provisions of the Kansas Accessibility Act.
- s. Specify location of fire and draft stops, if required.

6. Structural Plans:

- a. Structural plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas.
- b. Notes and Specifications including design loads (roof live load, wind load and exposure, snow load, floor loads, etc.).
- c. Foundation plan with sections and details cross-referenced.
- d. Floor plans indicating framing, shear walls, slab thickness, reinforcements, sections and connection details, all of which are cross-referenced.
- e. Vertical load carrying system.
- f. Lateral load resistive system.
- g. Basement and exterior wall sections showing materials, reinforcement, ties to foundation, etc.
- h. Pre-stressed concrete schedules, profiles and details.
- i. All embedded anchoring such as anchor bolts, hold-downs and post bases, etc.
- j. An Engineer licensed to practice in the state of Kansas shall seal drawings and certification of loads for pre-engineered metal buildings or systems.

7. Plumbing Plans:

- a. Plumbing plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Plumbing Fixtures - Show all fixture numbers and locations. This is to include water closets, urinals, lavatories and drinking fountains, etc.
- c. Building Drain System - Show the under floor system of the drain waste and vent piping, specifying pipe sizes and slope. Provide riser diagram for multiple fixture elevations.
- d. Building Utilities - Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
- e. Materials - Specify all piping materials.
- f. Water System - Provide pipe sizes, water heater data and hot water system.
- g. Venting System - Show pipe sizes, size of vent through the roof and connections to building drains.
- h. Special Requirements - Show all required appurtenances such as, grease interceptor, sump pumps, sewer ejector, sample ports, backflow preventers, backwater valves, and special fixtures.
- i. Provide roof drainage details including overflow drains, and riser diagrams for interior drain/rain leader systems.

8. Mechanical Plans:

- a. Mechanical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Show location(s), type, capacity and weight/support of all heating, ventilation and air condition equipment. Indicate size and location of equipment access.
- c. Show or specify wall construction where rated enclosures are required (heaters, boilers etc. over 400,000 BTU, unless within sprinklered building).
- d. Show special equipment such as kitchen hoods, enclosed garage ventilation, paint booth exhaust, automatic fire suppression etc.
- e. Define special use of equipment in conjunction with fire or smoke control.
- f. Show appurtenances and required details such as; flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment.

- g. Show all duct runs, fire and smoke dampers where applicable, gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.
- h. Specify materials of installation components.
- i. The construction of the fire-resistive shaft required for Type 1 kitchen hood systems shall be clearly indicated.
- J. Detail all return air systems.

9. Electrical Plans:

- a. Electrical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas
- b. Riser showing equipment amps, wire size and grounding.
- c. Available fault current.
- d. Service voltage.
- e. Service equipment short circuit amp rating.
- f. Panel location and schedules with circuit amp rating.
- g. Plan showing all fixtures, equipment and circuits.
- h. Wiring method.
- i. Symbol list.
- J. Specify wire as copper or aluminum and insulation type.
- k. Service grounding wire size.
- 1. Show location of required illuminated exits signs and emergency lighting (battery back-up or on-site generator) for exit illumination.

E. Specialty Submittal Guidelines:

For occupancies with Special Requirements, refer to the special submittal guidelines. Examples include the following:

- 1. Hazardous occupancy submittal guidelines.
- 2. Child day care centers.
- 3. Adult day care centers.
- 4. Group home.
- 5. Landscaping Ordinance

III. Step Three: Project/Plan Review

The Office of Central Inspection Commercial Plan Review section has primary responsibility for coordinating the project/plan review process. The Plans Review/Examination Section will review all project plans for code compliance.

A. The following City personnel may be involved in the review of the project plans.

- 1. Building Plans Examiner, Central Inspection
- 2. Fire Prevention Office of the Wichita Fire Department Engineering
- 3. Division of the Public Works Department Wichita/Sedgwick County
- 4. Health Department
- 5. Wichita Water & Sewer Department
- 6. Wichita/Sedgwick County Metropolitan Area Planning Department
- 7. Other agencies as necessary

B. Project Plans will be reviewed for compliance with the following Codes.

1. International Building Code, as amended
2. International Fire Code, as amended
3. International Mechanical Code, as amended
4. Uniform Plumbing Code, as amended
5. National Electrical Code, as amended
6. Wichita-Sedgwick County Unified Zoning Code
7. Wichita-Sedgwick County Subdivision Regulations
8. Code of the City of Wichita
9. Life Safety Code (if not addressed in the International Building Code)
10. Kansas Accessibility Act which includes adoption of The Americans with Disabilities Act
11. Fair Housing Act (ADA)

C. Projected Project/Plan Review Time:

The time required to review plans can vary greatly. Factors that will have a direct impact on the review time include completeness of drawings, the number of plans in Central Inspection for review, size of job to be reviewed, type of work involved, etc. Central Inspection has set the following guidelines for anticipated review times (assignment date is the last business day in the week):

1. Priority Review: Valuation of \$25,000 or less.
 - a. 3 business-days or less from the application date
2. "A" Category Projects: Valuation between \$25,001 to \$75,000.
 - a. 7 calendar days or less from the application date
3. "B" Category Projects: Valuation between \$75,001 to \$250,000
 - a. 12 calendar days or less from the assignment date.
4. "C" Category Projects: Valuation between \$250,001 to \$2,500,000
 - a. 18 calendar days or less from the assignment date
5. "D" Category Projects: Valuation over \$2,500,000
 - a. 25 calendar days or less from the assignment date

Remember these are only guidelines; review time may vary from time to time depending on the current backlog.

D. Completion of Project/Plan Review:

When the project plan review is complete, the plans will either be stamped approved and ready for a permit, or will require changes prior to plans approval and permit issuance. When submitted project plans require changes or revisions prior to plans approval and permit issuance; the Plans Examiner will issue a Project/Plan Review Write-up, which will detail the changes required for issuance of a building permit. If addresses are available, write-ups will be sent to the architect, contractor and project owner. If any major faults are found during the review, the Plans Examiner will attempt to contact the architect or contractor by phone to inform them of the problem.

When the Project/Plan Review write-up has been issued, the project is placed on hold, **and no further work will be done until the requested revised information or drawings are received.**

E. Project Plan Revisions:

All project/plan revisions that are required by the project/plan review write-up to be made before issuance of a building permit must be submitted by the original project plan designers (architect and/or engineers of record). When the revised project plans are submitted for re-review, they will receive priority over other newly submitted project plans. The Plans Examiner will review the submitted changes and plan revisions. If the changes and revisions are approved by the Plans Examiner, the plans will then be released for issuance of a building permit.

The time required to review revisions can vary greatly. Factors that will have a direct impact on the project/plan revisions review time include the quality and completeness of the revised drawings, the number of other pending project plans or revisions that are under review by Central Inspection Plans Examiners, the size or extent of project/plan revisions, the type of work involved, etc. Central Inspection has set the following guidelines for anticipated *revised* project/plan review times. *Revised* project/plan target review times are generally about one half of the initial project/plan submission review target review times.

1. Priority Review Projects:
 - a. 01 business day from the submittal date
2. "A" Category Projects: Valuation between \$25,001 to \$75,000.
 - a. 4 calendar days or less from the submittal date
3. "B" Category Projects: Valuation between \$75,001 to \$250,000.
 - a. 6 calendar days or less from the submittal date.
4. "C" Category Projects: Valuation between \$250,001 to \$2,500,000
 - a. 9 calendar days or less from the submittal date
5. "D" Category Projects: Valuation over \$2,500,000
 - a. 13 calendar days or less from the submittal date

F. Board of Code Standards and Appeals:

All applicants for building permits have the right to take an appeal before the Board of Code Standards and Appeals for review. The Board has the power to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretations of the International Building Code.

The Board does not have the authority to waive any requirements of the Code.

G. Expiration of Project Plan Review:

Plan reviews are only valid for 180 days from the day the initial plans were submitted. One extension of 180 days can be approved upon receipt of a written request. If the original project/plan submittal and review expires, a new plan review fee will be charged to initiate another or further project/plan review.

IV. Step Four: Building Permit Issuance

A. Several types of project building permits are available:

1. Conditional permit with progress prints/plans ("fast track projects"):

- a. Allowed when construction needs to begin prior to completion of a full set of architectural plans and drawings
- b. Allowed for new buildings or additions only
- c. An additional 50% of the base plan review fee is charged for progress prints/plans review
- d. The drawings needed to obtain a conditional/progress permit include all site plans, footing and foundation plans, or any other information needed per the progress or partial permit request
- e. A conditional permit request form must be submitted
- h. Conditional/progress print permit requests will be reviewed within five (5) business days from assignment, however this is not a guarantee that a conditional permit will be issued within the five (5) day period

2. Conditional permit with full plans:

- a. Allowed when construction needs to begin prior to full project plan review is completed, or before required plan revisions are submitted, as required by a project/plan review write-up, for a full building permit
- b. Allowed for new building or additions only
- c. An additional 25% of the base plan review fee is charged (minimum of \$50.00) - such additional fee is not charged if the initial plan/project review target review date is exceeded by the Plans Examiner
- d. A full and complete set of project plans are required to obtain a conditional permit
- e. A conditional permit request form must be submitted
- f. Conditional permit requests will be reviewed within five (5) business days from assignment, however this is not a guarantee that a conditional permit will be issued within the five (5) day period

3. Full permit:

- a. When construction does not begin until a full permit is issued
- b. Issued for any project
- c. There are no additional fees are charged
- d. A full set of plans is required
- 1. Issued only after the project plans are approved by Plans Examination staff

B. Approved plans made ready for permit:

- 1. Central Inspection will notify the project owner, the project architect and/or the project contractor (if known) by phone when the plans have been approved and the permit is ready to be picked up.

C. Licensed contractor required:

- 1. All commercial construction building permits require a Wichita-licensed commercial contractor, unless otherwise exempted by Title 18 of the Code of the City of Wichita.
- 2. To find out if a contractor holds a current City of Wichita license, call Central Inspection at 268-4413.
- 3. A Wichita-licensed contractor or contractor's designated representative, or another person holding written authorization from the licensed contractor is the only person who can pick up the permit.

D. Picking up the Building Permit:

Any person identified in **Item C** above may obtain the project building permit, along with the Office of Central Inspection stamped and approved project plans, at the Office of Central Inspection permit desk/document control counter, after all required plan review and building permit fees have been paid.

E. Revisions to project plans after permit issuance:

1. If during project construction certain design or installation changes are made that affect exiting, wall configurations, structural elements, or mechanical, plumbing, electrical and/or fire protection systems, revised project plans must be submitted to Central Inspection for review and approval. If the original plans were sealed by a licensed architect and/or engineer, the revised plans must also be sealed, with the revised plan/drawing date noted.
2. A fee of \$30/hr. may be charged for these additional reviews.